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NASA Procedural Requirements

NPR 3432.1

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2011**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Performance Based Reduction In Grade or Removal Actions (Revalidated with Change 1 03/02/2006)

Responsible Office: Office of Human Capital Management[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

CHAPTER 2. Performance-Based Reduction-in-Grade or Removal Actions

2.1. PROCEDURES

2.1.1. When a determination is made that an employee's performance is unacceptable, the employee will be so notified, in writing (opportunity to improve), and provided a minimum of 30 days to demonstrate acceptable performance. (NOTE: Only unacceptable performance that occurs after the employee is aware of the elements and standards may be considered.)

2.1.2. Written notification will include the following, in addition to that which is required by law and regulations:

2.1.2.1. The location of the evidence supporting, and the policies and procedures governing, the proposed action and notice, which are available for the employee's review.

2.1.2.2. At least 7 calendar days to reply orally and/or in writing. (NOTE: The proposing official may not serve as the oral reply official.) A copy of the oral reply written summary will be provided to the employee.

2.1.2.3. A reasonable amount of official time to prepare (normally 4-8 hours) and present any reply that will be considered in the final decision.

2.1.3. If employed by NASA, representatives are entitled to official time for preparation and participation in the written and oral reply.

2.1.4. The notice period may be extended by the deciding official in consultation with the appropriate Personnel Office and, as necessary, the Office of Personnel Management.

2.2. ALTERNATE PROCEDURES

The procedures in 5 CFR Part 752 may be used when both performance and nonperformance factors are the basis for proposing an action. They may also be used for unacceptable performance when a preponderance of evidence is available and the action will promote the efficiency of the service, or in cases where lesser sanctions than demotion or removal are deemed appropriate, where safety or health-related issues exist, and/or for discourtesy to the public. No opportunity to improve period is required; however, the lack of an opportunity period must be considered in deciding upon the appropriate penalty. In addition, if there are both performance and nonperformance factors, a proposal that uses a combination of 5 CFR Parts 432 and 752 procedures may be used with Part 432 procedures relating to the determination of unacceptable performance and Part 752 procedures relating to the charges of misconduct.

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